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THE POSITION

Mailing Machines Operator I

The Mailing Machines Operator I is the entry, learning and full working level for the series. Under close supervision and in accordance with established procedures, incumbents perform increasingly difficult duties related to the processing of large volumes of outgoing United States and other carrier mail; learn to operate the machinery required in the work; and perform other related work. Incumbents may perform in a lead capacity assisting subordinate clerical employees.

Mailing Machines Operator II

The Mailing Machines Operator II is the mailing machine expert/specialist level in the series. Under general direction incumbents operate on a full-time basis the most complex multi-function machinery; may also act as a lead person over a small group of Mailing Machines Operators and clericals where the size of the work unit precludes allocation of a supervisory level within this series.

The resulting eligible lists will be used to fill vacancies in Sacramento.

EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

To obtain a position on the eligible list(s), a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE EXAMINATION – WEIGHTED 100%

MAILING MACHINES OPERATOR I MAILING MACHINES OPERATOR II

SCOPE

Knowledge of:

1. Computer software programs (e.g., Word, Excel, Outlook, Access).
2. Applicable United States Postal Service (USPS) rules and regulations.

3. USPS postal rates.
4. Basic mail room equipment operation (e.g., scales, mail meter machine).
5. The USPS website to research applicable information regarding mail services and supplies.

Ability to:

1. Use good judgment while interacting with outside vendors, coworkers, and staff/customers from other Boards, Departments, and Offices (BDO).
2. Obtain and keep a California driver's license.
3. Read a map to deliver mail to mailstops.
4. Navigate while traveling to reach various locations throughout the greater Sacramento area.
5. Work independently.
6. Communicate in a verbal manner to convey information effectively.
7. Communicate in a written format to convey information effectively.
8. Engage in active listening.
9. Follow written and verbal directions.
10. Organize workloads.
11. Manage deadlines to deliver products or services in a timely manner.
12. Be flexible to changes/interruptions in duties, assignments and projects.

MAILING MACHINES OPERATOR II – ALL OF THE ABOVE AND:

Knowledge of:

1. Basic and advanced mail room equipment operation (e.g., scales, mailing machine, metering machine, folding/inserting machine, labeling machine).
2. Health and Safety laws to ensure a safe work environment.
3. Personnel concepts (e.g., team building, problem solving, training) to provide effective leadership and promote a productive teamwork environment.
4. California Environmental Protection Agency, Office of the Secretary's (Cal/EPA) administrative policies and procedures (e.g., Sexual Harassment Prevention, Violence in the Workplace).
5. Computer postal program (i.e., Pitney Bowes Smart Mailer program).

Ability to:

1. Coordinate and communicate work activities with internal and external customers to ensure success of Cal/EPA programs.
2. Assess timelines and resources to convey realistic deadlines to customers and upper management.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Environmental Protection Agency, Office of the Secretary. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDIT and **CAREER CREDITS** are not granted in promotional examinations.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov."

For an examination without a written feature, it is the candidate's responsibility to contact the Air Resources Board Examination Analyst, **Steve Volpicelli**, at (916) 324-8893 or svolpice@arb.ca.gov three weeks after the Final Filing Date if he/she has not received a progress notice.

Applications are available at the CalHR website at <http://jobs.ca.gov/Profile/StateApplication>, local offices of the Employment Development Department, and the California Air Resources Board website at <http://www.arb.ca.gov/personnel/jobs/examvacepa.htm>.

The California Environmental Protection Agency, Office of the Secretary reserves the right to revise the examination plan to better meet the needs of the Agency. If circumstances change under which the examination was planned, such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of CalHR offices or <http://www.calhr.ca.gov>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

For specific examination questions, contact the Examination Unit at (916) 324-8893.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

